

TENT OR OUTDOOR NON-SEASONAL MERCHANDISE SALE

CITY OF JANESVILLE - BUILDING AND DEVELOPMENT SERVICES

18 N. JACKSON STREET, P.O. BOX 5005

JANESVILLE, WI 53547-5005

PERMIT APPLICATION

PERMIT # _____

PARCEL # _____

DATE _____

APPLICANT NAME & ADDRESS (COMPANY/ORGANIZATION)

CONTACT PERSON

TELEPHONE NUMBER & EMAIL ADDRESS

LOCATION OF TENT OR SELLER'S STAND (Property Address or City Park)

EVENT DATES (30 days maximum)

MAJOR USE (check one):

☐ Assembly-Gathering☐ Fireworks Stand☐ Outdoor Sale of Non-Seasonal Merchandise☐ Other:**TENT PERMIT****Fill out this section if a tent(s) will be used for your event.**

Name of tent installation company: _____

Exterior dimensions:

Tent 1:

Tent 2:

Tent 3:

Total Area: _____ sq.ft.

Distance from the tent and the nearest:

BUILDING _____ ft.

DRIVEWAY _____ ft.

PARKING _____ ft.

Associated equipment:

Cooking

Yes / No

Generators

Yes / No

Trailer

Yes / No

Side Curtains on Tent?

Yes / No

Estimated number of occupants inside the tent: _____ (submit table/chair layout)

Attach a site plan showing the location and dimensions of tent(s) and event area.

NOTE: Tents installed on City-owned paved surfaces must be "self-supporting" installations and NO stakes may be driven into the hard surface.**OUTDOOR NON-SEASONAL MERCHANDISE**

Type of Product(s) to be sold:

- Prepared foods (not pre-packaged) require a license from the Clerk's Office. Contact 608-755-3000.
- This application is NOT used for licensed food carts.
- For sidewalk sales, a 5' wide aisle path must be maintained for public access on the sidewalk.
- Attach a site plan showing the location and dimensions of the sales area, display tables and walkways.

*I understand only one **non-seasonal outdoor merchandise sales event** is allowed per year on my property and authorize the Applicant to hold this event for the current year.*

Property Owner Signature_____
Date**OFFICE USE
Permit Fees**

Plan Review Fee _____

Building Fees _____

Occupancy Fee _____

Total Fees: \$ _____

The applicant agrees to comply with the Wisconsin Administrative Codes and the City of Janesville General Ordinances and with the conditions of this permit understands that the issuance of the permit creates no legal liability, expressed or implied, on the City of Janesville. The applicant certifies the information submitted is accurate and agrees to allow Building & Development Services and Fire Department personnel the right to inspect the property for code compliance during normal business hours. The applicant states that he/she has the property owner's authority to execute this agreement and permit.

Signature of Applicant_____
Print or Type Name